



CONTENTS

1.	PURPOSE.....	2
2.	BACKGROUND TO THE CONTRACTING AUTHORITY.....	2
3.	BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT	2
4.	DEFINITIONS.....	3
5.	SCOPE OF THE REQUIREMENT.....	3
6.	THE REQUIREMENT.....	3
7.	KEY MILESTONES	5
8.	AUTHORITY'S RESPONSIBILITIES	6
9.	REPORTING	6
10.	VOLUMES.....	6
11.	CONTINUOUS IMPROVEMENT	6
12.	SUSTAINABILITY	6
13.	QUALITY.....	6
14.	PRICE	6
15.	STAFF AND CUSTOMER SERVICE.....	6
16.	SERVICE LEVELS AND PERFORMANCE	7
17.	SECURITY REQUIREMENTS.....	7
18.	INTELLECTUAL PROPERTY RIGHTS (IPR)	7
19.	PAYMENT	7
20.	ADDITIONAL INFORMATION	7
21.	LOCATION.....	8

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1. PURPOSE

- 1.1 The purpose of the requirement is to carry out a review of Internet of Things devices and technology which would provide the Digital Crime Scene Forensics (DCSF) team to share the knowledge with Digital Forensics Practitioners.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1 We are a unique team of scientists and engineers at the heart of the Home Office providing expert advice, innovation and frontline support. We are the primary science and technology interface between Home Office ministers and policy makers, frontline delivery partners, and the suppliers of science and technology. Understanding the policy and operational context of Home Office business allows us to operate where others cannot for reasons of impartiality, national security or market failure.
- 2.2 We support the full range of Home Office interests in policing and tackling crime, counterterrorism, border security and controlling immigration. Our extensive in-house skills and expertise, coupled with access to industrial, academic and international networks, ensures that we are able to provide the right advice and support, irrespective of the problem.
- 2.3 We have a diverse work environment including offices, and a variety of technical facilities and laboratories.

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1 Any crime scene is increasingly likely to contain a range of sources of digital evidence and intelligence in addition to the traditional sources of fingerprint/DNA/trace evidence. This impacts those gathering evidence and carrying out forensics, both in terms of a growing variety of electronic devices and in terms of the sheer quantity of data to be processed.
- 3.2 The majority of police units dealing with new devices have limited time for exploring routes to extract information. Any work they do tends to be targeted at meeting the needs of the current job and any learning from it is unlikely to be shared with other units. This is exacerbated by the increasing range and complexity of device of interest.
- 3.3 In contrast, CAST are in a position where we can rigorously explore and evaluate the options for extracting and interpreting data and share the work both within the UK and internationally. CAST also has access to the knowledge of other labs and can build upon that.

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4. DEFINITIONS

Expression or Acronym	Definition
CAST	Centre for Applied Science and Technology.
DCSF	Digital Crime Scene Forensics
IoT	Internet of Things
Contracting Authority	CAST

5. SCOPE OF THE REQUIREMENT

- 5.1 The scope of the requirement extends to the provision of staff/company to conduct a thorough review of the Internet of Things tools and technologies, relating to the field of Digital Forensics for the duration of 10 weeks and to provide feedback in the form of a comprehensive report and presentation.

6. THE REQUIREMENT

- 6.1 To scan the current market for Internet of Things tools and technologies in regards to Digital Forensics capabilities.
- 6.2 The review should be carried out by Friday 12th May 2017. The final time table of events in line with the project delivery will be agreed prior to contract award at the initial service/project meeting but a brief overview of milestones is included later on in this specification.
- 6.3 The review will also include providing an assessment and provide recommendations for work which may come out from the review.
- 6.4 In order to achieve the requirement the following activities will be undertaken:
- 6.4.1 A pre-meeting at a convenient location to both parties, to discuss the work in details including timelines and arrangements (approx ½ day).
 - 6.4.2 A fortnightly update for regular reviews of the work undertaken at that point (this can be conducted in person or via video/telephone conferencing).
 - 6.4.3 A fully documented investigation into the scope of current Internet of Things devices and technology and a brief look into upcoming IoT.
- 6.5 In order to achieve the requirement the following outputs are needed:
- 6.5.1 The service provided will have two outputs in the form of a written report and a verbal presentation. The report and findings of the



review is to be delivered in an electronic format (either in word or pdf) using Arial font size 12.

6.5.2 The Report will include relevant information on the following:

Stage One
Understanding the range of different Internet of Things devices
Developers or Suppliers of IoT devices
Understanding of what sort of data may be present
Establishing if it is possible to establish ownership of the device or who exactly is controlling it
Working out if someone other than the intended user is able to control the IoT device
Suppliers of IoT Forensic services
Stage Two (this should be the most substantial section of the report)
Tools and Methods to extract data
Tools and Methods to interpret data
Stage Three
Further work – Analysis of data
Further work – upcoming IoT devices and technology
Relevant references
Stage Four
Final Report and Presentation

6.5.3 The report will be delivered during the last week of service; this can either be electronically, in person or by secure post.

6.5.4 The Presentation will consist of an overview of the key findings and outcomes from the report at Sandridge.

6.5.5 The Authority requires a single point of contact in place throughout the delivery of the requirement from the successful supplier.

6.6 The service provider must essentially:

6.6.1 Show specific competency in the field of Digital forensics more specifically in regards to the Internet of Things

6.6.2 Give examples of relevant previous work completed in a timely manner as it would need to be clear that the service provider has a good track record of delivery.



7. KEY MILESTONES

7.1 The key milestones are 1, 3, 5, 6, 8 and 9 as stated in table 7.2.

7.2 The Potential Provider should note the following project milestones that the Authority will measure the quality of delivery against:

Milestone	Delivery Dates	Stages/Breakdown	Duration
1	Week commencing 06 th March 2017	Initial Meeting	½ day during the first week
2	13 th March 2017	Stage One	2 weeks
3	24 th March 2017	Update (End of Stage one)	½ day
4	27 th March 2017	Stage Two	4 weeks
5	7 th April 2017	Update (Mid–Stage two)	½ day
6	21 th April 2017	Update (End of Stage two)	½ day
7	24 th April 2017	Stage Three	2 weeks
8	5 th May 2017	Update (End of Stage three)	½ day
9	12 th May 2017	Presentation and Delivery of Report (Stage 4)	½ day during the last week

7.3 The Authority will measure the quality of the Supplier's delivery by:

7.3.1 Delivering one comprehensive report by Friday 12th May 2017 in a usable format such as word.

7.3.2 The presentation of the report should be presented at Sandridge by Friday 12th May 2017.

7.3.3 A substantial effort would need to be evident throughout the whole report but more emphasis would be needed in Stage two of the report.

7.3.4 Any queries by the Contracting Authority will be answered within 3 working days.

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8. AUTHORITY'S RESPONSIBILITIES

- 8.1 The authority is responsible for overseeing the work package and checking that the milestones are met. The contracting authority will host the presentation meeting at the CAST site in Sandridge (refer to paragraph 21.1).

9. REPORTING

- 9.1 The provider shall provide update reports at any time in addition to the key milestones previously stated. The key milestone reports will be emailed to the authority.

10. VOLUMES

- 10.1 Not applicable

11. CONTINUOUS IMPROVEMENT

- 11.1 Changes to the way in which the Services are to be delivered must be brought to the Authority's attention and agreed prior to any changes being implemented.

12. SUSTAINABILITY

- 12.1 Not applicable

13. QUALITY

- 13.1 The work shall be delivered in accordance to ISO 9001.

14. PRICE

- 14.1 The potential suppliers shall cost each stage individually.
14.2 Stages shall have fixed prices.
14.3 Prices are to be submitted via the e-Sourcing Suite Appendix E excluding VAT.

15. STAFF AND CUSTOMER SERVICE

- 15.1 The Authority requires the Potential Provider to provide a sufficient level of resource throughout the duration of the Provision of a Work package for Digital Crime Scene Forensics Contract in order to consistently deliver a quality service to all Parties.
15.2 Potential Provider's staff assigned to the Provision of a Work Package for Digital Crime Scene Forensics Contract shall have the relevant qualifications and experience to deliver the Contract.
15.3 The Potential Provider shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.



16. SERVICE LEVELS AND PERFORMANCE

16.1 The Authority will measure the quality of the Supplier's delivery by:

KPI/SLA	Service Area	KPI/SLA description	Target
1	Enquiries from the Authority to the Service Provider	Enquiries to be resolved within 3 working days from being raised by the Authority	100%
2	Key milestone updates	All milestone updates to be delivered no later than scheduled	On time
3	Final deliverables	No later than 12 th May 2017	On time

16.2 In the event that the supplier does not meet the KPIs and milestones outlined in 7.2 and 16.1 the Authority has the right to terminate the contract in line with the Crown Commercial Service Ts&Cs.

17. SECURITY REQUIREMENTS

Inform CAST at least 24 hours in advance of the individual(s) who will be visiting site to ensure they have appropriate access and escort.

18. INTELLECTUAL PROPERTY RIGHTS (IPR)

18.1 Any IPR will remain with the contracting authority.

19. PAYMENT

19.1 Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

19.2 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs and a compliant purchase order number.

19.3 In order to achieve complete automation of the Procure to Pay process, payment can only be made for services rendered, interim payments will be considered but will need to be agreed prior to contract award. Suppliers should take this into consideration when outlining their costs and payment terms.

20. ADDITIONAL INFORMATION

20.1 There is no additional information for this requirement.



21. LOCATION

- 21.1 The location of the Services will be carried out at the location at which the Service Provider is registered to Woodcock Hill, Sandridge, St Albans, AL4 9HQ.